

Vital Records Finding Aid

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Westford Town Archives

55 Main Street

Westford, MA 01824

townclerk@westfordma.gov

URL: <https://www.westfordma.gov>

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Summary Information

Repository:	Westford Town Archives
Title:	Vital Records
ID:	7.125
Date [bulk]:	The date ranges from 1635-2016.
Physical Description:	75.6 Cubic feet This collection of births, marriages and deaths also includes 30 bound volumes that are not included in the calculations for extent of collection. This collection includes: 111 clam shell boxes and 13 document boxes. 30 bound volumes of material is also a part of this collection.
Physical Location:	Vital Records are located in Row A, Section a-f, Shelf 1-6
Language of the Material:	English

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Administrative Information

Publication Statement

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Collection Inventory

Mixed Vital Records Ledgers

Births , (bulk)

Physical Description: 21.6 Cubic feet This measurement does not include the volumes in this section.

Shelf Listing

This series is located in Row A, Sections a & b, Shelves 1-6.

Row A, Section a, Shelf 1 is primarily volumes of Marriage records.

General

A(b)3-A(b)6 are empty.

Birth Ledgers, (1635-1941)

Physical Description: 11 Volumes Most of these volumes pertain to Marriages, but for space reasons are located in this section with the birth records. A more detailed listing can be seen in the Vault Inventory as a part of the Town Clerk's records. 11 Bound Volumes; some in need of conservation work. Oversized.

Shelf Location

Row A, Section a, Shelf 1

Birth Certificates, (bulk)

Physical Description: 56 Cubic feet Contains birth certificates by year. Some certificates may be restricted.

Arrangement

Box labeled "1923" is the birth certificates in alphabetical order from 1923, letters A-K

Material is located in Row A, Section a, Shelf 2

Scope and Contents

What the subject matter is, what is included: Birth certificates are arranged chronologically.

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Deaths, 1701-2016

Physical Description: 28.8 Cubic feet This does not include the measurement of the volumes.

Death Indexes , (1701-1974)

Physical Description: 11 Volumes These volumes of Death records also include Marriages and Births, but were housed here for space reasons. A more detailed listing can be seen in the Vault Inventory as a part of the Town Clerk's records. 11 Bound Volumes. Need conservation work. Oversized.

Shelf Location

Row A, Section c, Shelf 1

Death Certificates, 1905-1970

Physical Description: 4.5 Cubic feet Contains death certificates by year. This grouping is broken down between 9 boxes, labeled by year.

Shelf Location

Row A, Section c, Shelf 2

Death Certificates, 1971-1998

Physical Description: 4.5 Cubic feet Contains death certificates by year. This grouping is broken down between 9 boxes, labeled by year.

Shelf Location

Row A, Section c, Shelf 3

Death Certificates, 1999-2009

Physical Description: 4.5 Cubic feet Contains death certificates by year. This grouping is broken down between 9 boxes, labeled by year.

Shelf Location

Row A, Section c, Shelf 4

Death Certificates , 2010-2016

Physical Description: 3 Cubic feet Contains death certificates by year. This grouping is broken down between 5 boxes, labeled by year.

General

Shelf 6 in Section c is empty; this provides room for the growth of Death Certificates and other Death related vital records.

Material is located in Row A, Section c, Shelf 5

Cemetery Records, (1893-2013)

Physical Description: 7 Volumes These volumes include Cemetery records, including one map (not in volume) of the Fairview Cemetery. A more detailed listing can be seen in the Vault Inventory as a part of the Town Clerk's records. 7 Bound Volumes. 1 rolled map; badly damaged.

Shelf Location

Row A, Section d, Shelf 1

Controlled Access Headings:

- Burial Permits

- Cemetery Records

Burial Permits, (1930-2013)

Physical Description: 3 Cubic feet Contains Burial Permit Records organized alphabetically (A-Z), as well as Burial Permit Return booklets, and one volume of Burial Permits. A more detailed listing can be seen in the Vault Inventory as a part of the Town Clerk's records. This grouping is broken down between 6 boxes, labeled by contents. One Volume.

Shelf Location

Row A, Section d, Shelf 2

Shelves 4 through 6 in Section d is empty; this provides room for the growth of Burial Permits and Cemetery records, as well as Death Certificates and other Death related vital records.

Controlled Access Headings:

- Burial Permits

Burial Permits, 1930-2013

Physical Description: .5 Cubic feet Contains Burial Permit Records organized alphabetically (A-Z), as well as Burial Permit Return booklets, and one volume of Burial Permits. A more detailed listing can be seen in the Vault Inventory as a part of the Town Clerk's records. 1 document box.

Shelf Location

Row A, Section d, Shelf 3

Controlled Access Headings:

- Burial Permits

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Marriages, 1635-2016

Physical Description: 25.2 Cubic feet

Marriage Certificates, 1851-1950

Physical Description: 3.5 Cubic feet Contains marriage certificates by year. This grouping is broken down between 7 boxes, labeled by year.

Shelf Location

Row A, Section e, Shelf 1

Marriage Certificates, 1951-1985

Physical Description: 4.5 Cubic feet Contains marriage certificates by year. This grouping is broken down between 9 boxes, labeled by year.

Shelf Location

Row A, Section e, Shelf 2

Marriage Certificates, 1986-2013

Physical Description: 1.5 Cubic feet Contains marriage certificates by year. 3 clam shell boxes; 1997-2013 are still in binders awaiting rehousing.

Shelf Location

Row A, Section e, Shelf 3 ----- Shelf 4 in Section e is empty to signify a difference in record groups.

Marriage Intentions, 1917-2013

Physical Description: 5 Volumes Contains marriage intentions by year; some volumes indicate alphabetical organization. Two document boxes also contain marriage intentions. A more detailed listing can be seen in the Vault Inventory as a part of the Town Clerk's records. 5 Bound Volumes and 2 document boxes.

Shelf Location

Row A, Section e, Shelf 5

Marriage Intentions , 1917-1973

Marriage Intentions, 1974-2009

Physical Description: 2.5 Cubic feet Contains marriage intentions by year. This grouping is broken down between 5 boxes, labeled by year.

Shelf Location

Row A, Section e, Shelf 6

Marriage Intentions, 2010-2013

Physical Description: .5 Cubic feet Contains marriage intentions by year. 1 document box; located here to be close to similar records.

Arrangement

Shelves 1 through 4, and 6 in Section f are empty to allow growth for Marriage Certificates, Marriage Intentions and other Marriage related vital records.

Material is located in Row A, Section f, Shelf 5

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